

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to sincerely apologize for [briefly state the reason for your apology, e.g., my behavior, the misunderstanding, etc.]. I regret any distress or inconvenience I may have caused you.

It was never my intention to [explain how your actions may have affected the recipient]. Upon reflection, I realize that my actions were [acknowledge what you did wrong], and I take full responsibility for them.

I value our relationship and truly appreciate [mention the importance of your relationship or any positive aspect related to the recipient]. Going forward, I am committed to [explain any steps you will take to rectify the situation or avoid repeating the mistake].

Thank you for your understanding and patience during this time. I hope to earn back your trust and move forward positively.

Sincerely,
[Your Name]